

COPY CENTER AND MAIL SPECIALIST

GRADE: 11

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Copy Center and Mail Specialist performs responsible skilled work involved in the reproduction of printed materials and pick-up and distribution of mail for all departments. The position requires contacts with other City employees of the City and occasionally with outside agencies supplying and seeking information related to photocopying and mailing procedures. The physical demands are moderate, occasionally lifting items over 60 lbs, and the working conditions are somewhat disagreeable due to noise and heat as well as outside elements when making mail deliveries. The incumbent's work is standardized and subject to general instructions and established routines, policies and procedures, facilitating services for use by others. The incumbent is supervised by the Graphics/Printing Supervisor.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Operating a high speed copier reproducing printed material from Copy Center and Graphics and Printing requisitions, which range from small, simple tasks to large complex jobs such as the Mayor and Council Brief Books and Planning Brief Books.
- Collating, pads and binding documents.

- Making minor repairs to copying equipment. Picking up, delivering and maintaining inventory of paper and copier supplies for copiers.
- Assists City employees with copier problems when necessary.
- Records monthly copier accounts and volumes.
- Delivering packages, supplies, mail and other matter to various offices and buildings.
- Collecting, weighing, runs through postage machine and takes outgoing mail to the Post Office.
- Runs and affixes labels on envelopes.
- Stuffs materials in envelopes, prepares and mails, using first, second and third class mailing procedures as well as certified, express and registered mail procedures.
- Delivers materials to the Mayor, Council Members, Planning Commission, and Historic District Commission.
- Takes down City Hall flags at the end of each workday.
- Secures building after last mail pick-up.
- Performs related duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and six months experience working in an office environment. Must possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the maintenance and operation of high speed copiers.
- Knowledge of clerical requirements and procedures, and of U.S. mail and postage procedures and requirements.
- Ability to plan and schedule work.
- Ability to operate a passenger car safely.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to learn within a reasonable time City cleric procedures, the location and functions of the several office and officials, and the names of personnel.
- Ability to keep records, to make simple arithmetical computations, and to write legibly.
- Ability to understand and follow oral and written instructions.